CG Core Metadata for Researchers

March 2018

Introduction

This document accompanies the Excel template of the same name. The template contains elements based on the Dublin Core Metadata Schema. We also refer you to the CG Core Metadata Schema and Application Profile which provides a more in-depth description of the elements of the schema.

Note that this document and the accompanying template, describe what we have referred to in the Introduction to Metadata document, as the Study Catalogue. In addition to the Study Catalogue you would also need to supply a data dictionary for each dataset you produce.

Title

This is a required element and is typically the name by which the resource is formally known. For example, "Managing for timber and biodiversity in the Congo basin".

Creator

Name of resource creator

This is another required element and is the name of the person, organisation or service that created the resource. This is a multiple element as all persons and/or organisations responsible for the resource should be included. Examples: "Garlick, CA", "International Centre for Tropical Agriculture (CIAT)".

ID of resource creator

This element is only required if it is available. This might be the ORCID (Open Researcher and Contributor ID) of the creator, SCOPUS Author Identifier, or other type of creator ID scheme if in use. For information about ORCID see the website at https://orcid.org ; for information about SCOPUS go to https://www.elsevier.com/solutions/scopus

ID type of resource creator

If an ID of the resource creator has been used above; e.g. the creator's ORCID has been used, then for this element you should specify the type of resource; e.g. ORCID, SCOPUS, etc.

Subject

General Subject matter

This is a required element and is the subject matter of the research, technologies tested, crops involved in the research, methodologies, etc. The format should be single words or short phrases and where possible controlled vocabularies should be used. Examples: "Cattle", "Dairy", "Maize".

AGROVOC subject term

AGROVOC subject matter or research area. AGROVOC is a multilingual controlled vocabulary covering all areas of interest of the Food and Agriculture Organisation of the United Nations (FAO). For details see the website at http://aims.fao.org/vest-registry/vocabularies/agrovoc-multilingual-agricultural-thesaurus

Subject – other vocabularies

This element is the subject matter or research area from domain-specific vocabularies if it is missing from AGROVOC. An example of another vocabulary is MeSH (Medical Subject Headings) – see the website at https://www.ncbi.nlm.nih.gov/mesh for further details.

Description

The description is required and is generally the abstract or other description of the item. This is especially important for datasets, software, journal articles, working papers, reports and other types of written materials. Descriptions can be provided in multiple languages if appropriate and available.

Publisher

This is the entity responsible for making the resource available. This could be a person, organisation or a service. Note this is not the journal title, but the publisher of the journal. This element is required when applicable.

Contributor

CGIAR Centre name

This is the Research Centre(s) with which the creator(s) are affiliated. There may be multiple contributor elements. For example: "International Centre for Tropical Agriculture (CIAT)", "World Agroforestry Centre (ICRAF)".

Non-CGIAR entity name

If the creators are affiliated to non-CGIAR partners, then these should be mentioned here. For example: "Statistics for Sustainable Development (Stats4SD)".

CRP

If the research is linked to one or more CGIAR Research Programmes, then these should be mentioned here. For example: "CGIAR Research Programme on Climate Change, Agriculture and Food Security (CCAFS)".

Funding Agency

This is a required element and you should give the name of the funder, funding agency or sponsor.

Project

This is also a required element and should be the name of the project with which the research is affiliated.

Date

Publication or Creation Date

This should be the date when the resource was created in its final form ready for publication. The date should be in one of the following formats: YYYY-MM-DD, YYYY, YYYY-MM.

Embargo Date for Publication

This is required if there is an embargo on publication for some reason. This would be the date that the resource will become available.

Type

This is a required element and is the type of the resource. Use singular words or phrases – e.g. "Image". Terms should be taken from the following list which can be expanded to include other types of research outputs and information products, based on the contents in a particular repository:

- Audio
- Book
- Book Chapter
- Dataset
- Extension Material
- Image
- Map
- Model
- Peer-reviewed journal article
- Policy Brief
- Report
- Software
- Source Code
- Thesis
- Training Material
- Video

Format

A required element identifying the format of the resource. A list is available in Wikipedia at https://en.wikipedia.org/wiki/Media_type. Some repositories will pull this information from the object automatically while others require manual input for this element. For example: "application/pdf", "image/jpeg".

Identifier

Unambiguous identifier of resource

This is the reference to the resource which might be the DOI (Digital Object Identifier) or URI (Uniform Resource Identifier). When datasets are created within Dataverse for example, a unique identifier is automatically generated for the resource.

Citation

This is the standard, human-readable bibliographic citation for the resource.

Source

This is the original journal article or other type of material where an item was originally published. This is used for journal articles, data articles, conference proceedings, etc. Examples: "Journal of Development Economics", "World Development".

Language

This is a required element and is the language of the item. This is for human languages only, not computer/software programming languages. Use ISO 639-1 (alpha-2) or ISO 639-2 (alpha-3). For example: "EN" (English), "ES" (Spanish), "FR" (French). See Wikipedia https://en.wikipedia.org/wiki/List_of_ISO_639-1_codes for a list of language codes.

Relation

These are supplemental files, e.g. data sets related to publications; related to the resource. For example: "https://dataverse.harvard.edu/dataset.xhtml?persistentId=hdl:1902.1/CCAFS-OBS-2012"

Coverage

Region

This is the supra-national area (i.e. above country level) related to the item being described. Example: "Eastern Africa".

Country

Country or countries related to the data which was collected in the resource. Use the country names from ISO 3166 (https://www.iso.org/obp/ui/) Example: "Kenya". Note: If there is a lack of clarity regarding countries, best practice is not to include a country. Likewise, in cases where research has taken place in politically sensitive areas and where including country-level information could be problematic, it is best not to include such details in the record.

Admin unit – level 1

Sub-national administrative areas such as provinces, states or districts. Example: "Makueni". Note: in order to facilitate discovery, all records (where applicable) should include tagging of information at sub-national level (ideally district level).

Geospatial coordinates

This should be the coordinates or polygon points for boundaries of the area where the research was conducted. These should be recorded in decimal degrees.

Start date of activity

Start date of the activity described in the resource. For example, when running a survey this would be the start date of the fieldwork.

End date of activity

The end date of the activity described in the resource. These two elements give the timing and length of the fieldwork related to the resource.

Rights

These are the terms of use for the resource and should include any licensing restrictions and IPR. For example: "Access (unrestricted); Re-use (non-commercial only); Permissions (Centre e-mail)"

Contact

This is the point of contact for information about the resource. This should be the email address for the group or department to contact in case of questions.